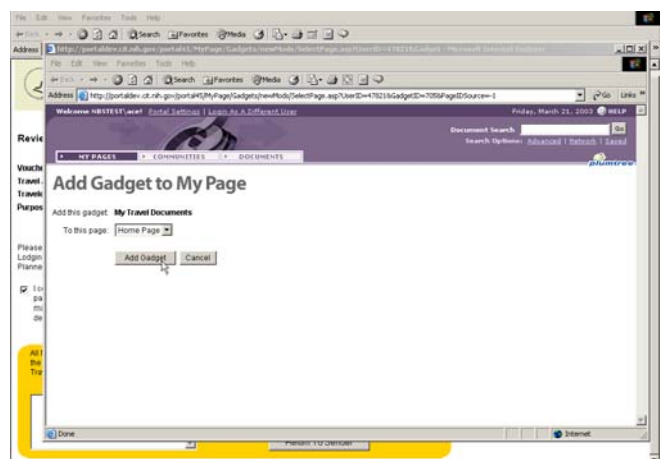
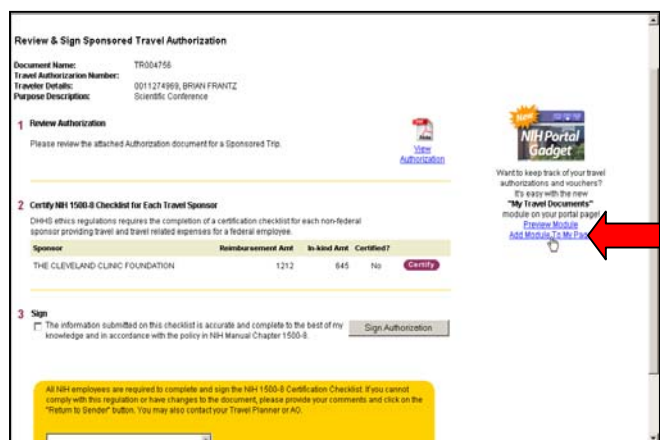




Portal users can add the NIH Portal My Travel Documents gadget to their NIH Portal My Pages. Using My Travel Documents, users may sign a new document, view a previous document, or review the entire list of their previous documents.

## ADDING MY TRAVEL DOCUMENTS GADGET VIA EMAIL LINK



- **Selects the link** to your travel document in your Travel Manager Correspondence email.

Result: A separate browser window will launch, the eVoucher browser window will appear containing the relative travel documentation.

- **To add the My Travel Documents Gadget, select the [Add Module to My Page](#) link** under the NIH Portal Gadget icon to the right of the screen.

Result: A separate browser window will launch.

- In the new browser window, make sure the “Add this gadget” line reads **My Travel Documents**. Then select **Add Gadget**.

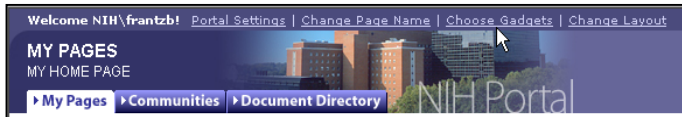
Result: The My Travel Documents gadget will be added to your ‘My Pages’ on the NIH Portal.

*Note:* The gadget will provide access to all of your Travel documents from your NIH Portal My Pages.



# Adding the My Travel Documents Gadget to Your NIH Portal “My Pages”

## ADDING MY TRAVEL DOCUMENTS GADGET VIA NIH PORTAL



- Log into the NIH Portal (<http://my.nih.gov>). Select the **Choose Gadget** link from the top part of the screen of My Pages.



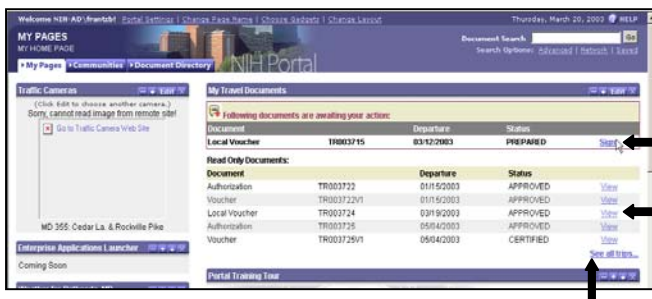
To add the My Travel Documents gadget:

1. Select the **NBRSS Travel Users** folder.
2. Check the box for the **My Travel Documents** gadget.
3. Select the **ADD TO MY PAGE** button.
4. Select the **Next** button.



Optional steps to Organize your My Pages:

5. Locate the gadget you want to move (**My Travel Documents**) and select it.
6. Use the **Up**, **Down**, **Left**, and **Right** arrows to move the item's position on your NIH Portal My Pages.
7. Select the **Finish** button when you are satisfied with the gadget location.



Result: My Travel Pages gadget is located at the right part of this person's NIH Portal My Pages (homepage). In the screenshot to the left, the gadget is at the top right part of the person's homepage.